



The Sisters of the Sacred Hearts of Jesus and Mary

Care Philosophy

The underlying principle which fashions the philosophy of care at any place run by the Sisters of the Sacred Hearts of Jesus and Mary is a Christian one. Our aim is to promote a positive, caring environment which focuses upon and addresses the needs of each person in our care or to whom we provide a service.



JOB PROFILE	
Department	Administration
Job Title	Executive and Governance Officer
Reports To	Principal
Grade	Grade 5
Job Purpose	<ul style="list-style-type: none">• To be an effective and efficient Administration Officer leading on administrative functions and processes of the school.• To be responsible for development and implementation of the MIS processes, annual updates and routines• To oversee and manage the administration of SEND processes, including EHCP (Education, Health, and Care Plan) Annual Review meetings and Admissions Processes• To provide confidential high level, quality secretarial and administrative support to the Principal and Senior Leadership Team in all aspects of their work for the school.• To provide a comprehensive administration support service to the schools Governing Body.• Contribute to the strategic planning and evaluation of the administrative functions of the school

JOB DESCRIPTION

Main Tasks

- Organise relevant meetings, liaising with the Principal, Senior Leadership Team and other staff, ensuring all required paperwork is prepared and available, circulate meeting notes and complete any actions as necessary.
- To provide an accessible, tactful and confidential liaison between internal and external stakeholders and the Principal, verbally or in writing.
- Communicate at all levels with outside bodies such as LA's, DfE, Social Services, CAMHS



Administration

- In liaison with the Operations Manager have an oversight of all work undertaken by the administrative team in order to support the allocation of workload.

SEND and Student Administration

- Arrange, prepare and set up all meetings involving the school and external stakeholders incl LA's, CAMHS, Social Services, etc
- Attend all EHCP annual review meetings, ensuring all stakeholders (parents, teachers, therapists, external agencies) are informed.
- Prepare minutes of the meeting and distribute EHCP documentation post Annual Review , ensuring accuracy and compliance with statutory timeframes.
- Maintain an accurate and secure record of all EHCPs and associated documentation.
- Support the SLT in managing the school's SEND register and maintaining up-to-date records
- Oversee the schools generic email accounts and prioritise incoming correspondence, messages and tasks forwarding information to the relevant members of the school team.
- Be responsible for the coordination of prospective student consultations, admission and contractual arrangements in liaison with the Admissions Panel
- Ensure Admissions and all relevant paperwork is completed within required deadlines
- Ensure parents or carers of new students receive admissions information and Parent Handbooks.
- To prepare and update Staff and Parent Handbooks.

Data and MIS updates

- Together with the IT Lead, be responsible for managing the school MIS System routines i.e. setting up new academic year, creation of new tutor groups and classes and assign students to these classes.
- Ensure student data is correctly maintained in MIS , including such things as salutations, preferred names, contacts' status etc. in conjunction with the wider admin team.
- In consultation with the Finance Manager identify students eligible for free school meals from information from parents, issue relevant claim forms and ensure correctly completed and then authorise.
- Ensure free school meal data is properly recorded in MIS System.
- In liaison with the Principal and the Education Health Care Lead update MIS system with SEN, medical and dietary, FSM, Pupil Premium, Parental Permissions information.
- To update MIS System with new student information that includes requesting information from previous schools and ensuring application information is complete and saved and maintain admission paperwork electronically on the school network.
- Be responsible for sending and receiving secure CTF transfer files for new placements when necessary under the direction of the School Business Manager.
- Be responsible for completing academic groupings once timetable is complete.
- Admit new students to the system and process leavers
- Assist the Principal in the creation of the school timetable.
- Send out annual student data checks to parents/carers.



- Maintain the MIS System, attending all training as needed to ensure effectiveness and efficiency of administration processes.

Clerk to the Governing Body

- To liaise with the Chair of Trustees, Principal and Chair of Governors on all matters of governance on a regular basis.
- To produce a calendar for all stakeholders ensuring reporting deadlines are met to allow for quality assurance to take place in a timely manner.
- To schedule, attend and minute all full Governing Body and Committee meetings.
- Provide a full clerking service, setting agendas, preparing, collating and distributing all associated paperwork and signed off.
- Ensure annual governance forms are completed and submitted by all Governors.
- Make arrangements for statutory annual training for Governors ensuring completion.
- To ensure all governance papers tabled at meetings are sent to the Trustees as set out in their Scheme of Delegation.
- Ensure the school and Governors remain abreast of developments in the area of Governance.

General

- Attend relevant training and take responsibility for your own professional development.
- Maintain a professional portfolio of evidence to support your Performance Management process.
- Make a positive contribution to the overall ethos, vision and aims of the school.
- Be aware of and comply with policies and procedures relating to child and vulnerable adult protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Undertake any other duties, commensurate with the post, to ensure the smooth operation of the responsibilities of the administration team as directed by the Principal.

Decision Making

- Routine decisions regarding the organisation of own work.
- When to refer matters to the Principal or Senior Leadership Team
- When matters are confidential or need to be dealt with sensitively – especially when child protection is involved.

Responsibility

- Organise workload and prioritise on a daily basis using your own initiative and knowledge of the work with minimum supervision from the Principal.
- Meet deadlines and bring appropriate matters to the attention of the Principal.
- Bring matters of concern relating to pre-determined deadlines to the attention of the Principal where necessary.

This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the post-holder will perform. The post holder will be expected to undertake other tasks commensurate with the general level and responsibility of the post as decided by the Principal and/or Governing Body in the context of the schools changing needs.



The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post holder.

Posts working with children and/or vulnerable adults will be subject to an enhanced DBS. Pield Heath House School is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

We recognise the value and worth of those people who we work with and seek to uphold standards of the highest quality. This is to reinforce the dignity and respect of the individual in an atmosphere which is warm, caring, stimulating, accepting and free from all forms of prejudice and discrimination. This means a true partnership between the organisation, parents/carers and authorities or other stakeholders, which will promote the physical, intellectual, emotional and social development of our young people or others in our care, in order that they may achieve their full potential.

The Post Holder is expected to uphold the Christian ethos of the school.

Postholder Name: _____

Signature: _____

Date: _____



<u>Person Specification</u>			
Criteria		Essential	Desirable
<u>Qualifications and Training</u>	'A' Level standard or equivalent.	✓	
	English and Maths GCSE at grade C or above.	✓	
	School administration qualification or similar	✓	
	Governance Professional qualification		✓
<u>Knowledge and Experience</u>	Knowledge and Experience of Administration processes in a school setting	✓	
	Experience of managing and using MIS software package (MIS SYSTEM or Arbor)	✓	
	Knowledge and Experience of SEND Administration eg EHCP's		✓
	Proficiency in software with strong skills in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software.	✓	
	Forming strong and effective relationships with senior staff	✓	
<u>Skills and Abilities</u>	Strong organisational skills, ability to manage multiple tasks, prioritize effectively, and meet deadlines.	✓	
	Attention to detail, a meticulous approach to work and ability to handle sensitive information with confidentiality.	✓	
	Ability to work independently and under pressure, capacity to handle a high workload and adapt to changing priorities	✓	
	Excellent communication skills, an ability to communicate and write clearly and professionally with a variety of stakeholders and audiences.	✓	
	To be able to undertake all aspects of the job description.	✓	
<u>Personal Attributes</u>	To have strong PR and interpersonal skills.	✓	
	To be highly professional, confidential and discrete.	✓	



	To be proactive, show initiative and use sound judgement.	✓	
	To be able to communicate effectively and positively with all members of the school community.	✓	
	To remain calm under pressure and positive at all times.	✓	
	To be a strong team player.	✓	